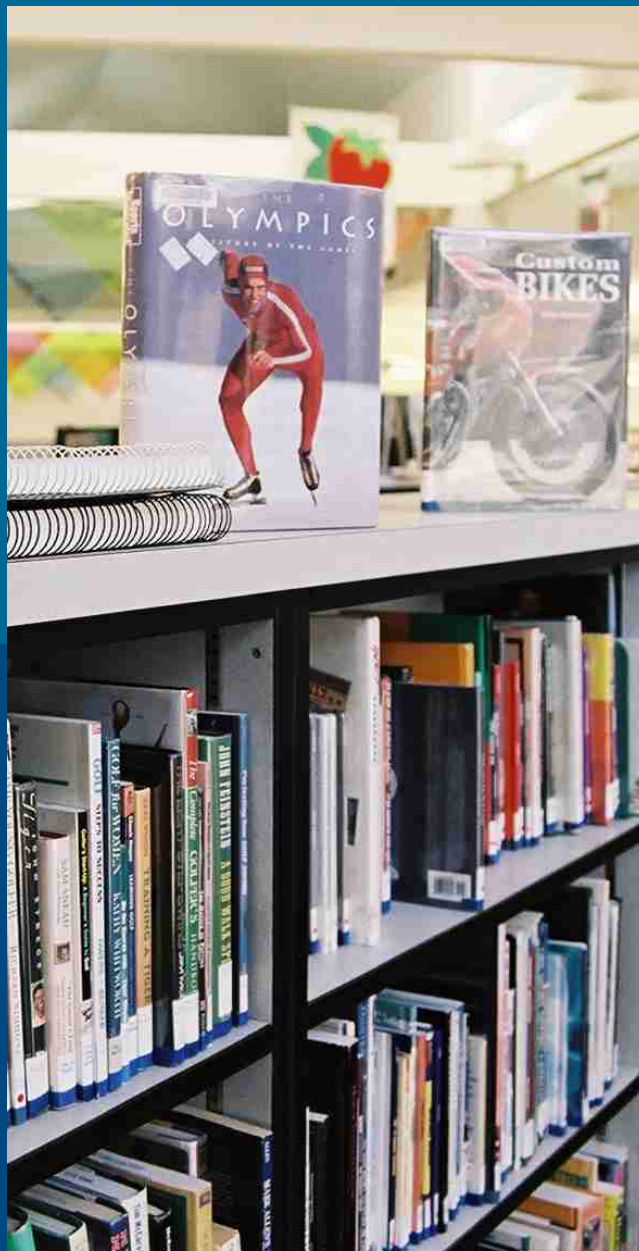




CHULA VISTA, CALIFORNIA



DIRECTOR OF LIBRARY

CALL FOR APPLICATIONS



Recruitment Number: 09700205

Published Date: May 18, 2009

Filing Deadline:

Friday, July 10, 2009

(Must include an official City application, resume,
and letter of interest.)

DIRECTOR OF LIBRARY



The City of Chula Vista

Chula Vista is San Diego County's second largest city. Located seven miles south of downtown San Diego and seven miles north of the busiest international border crossing in the world, Chula Vista is at the crossroads of the San Diego/Baja region.

Planning for major projects is underway throughout this city including: development of a world-class bayfront; revitalization of the urban core; creation of a four-year university; and development of a 230-acre residential and employment center.

The City will soon be the site of a national energy center, which will host groundbreaking research into energy resources and energy use. Chula Vista's continuing emphasis on energy and conservation has established the city as a regional leader on environmental issues.

A variety of opportunities exist for expanding businesses and growing families. Chula Vista is home to one of the nation's few U.S. Olympic Training Centers, a nationally recognized concert venue, a wildlife preserve, a popular water theme park, and a charming downtown.

Both start-up firms and corporate giants thrive in Chula Vista's business friendly climate. Goodrich Aerostructures is one of Chula Vista's most established corporations. More recent arrivals include: Raytheon, a \$20 billion global technology firm; DNP Electronics America LLC, a subsidiary of the world's largest high tech printing company; and Hitachi Home Electronics America, a division of Hitachi Ltd., a \$423 billion international corporation.

The City of Chula Vista operates under its own charter with a Council/Manager form of government. A Mayor and four Councilmembers are elected at-large for four-year overlapping terms. The City approximately 1,000 employees and an annual operating budget of nearly \$142 million, allocated to the following departments and divisions:

- City Attorney
- City Clerk
- City Manager
- Redevelopment
- Finance
- Engineering
- Fire
- Recreation & Nature Center
- Human Resources
- Library
- Housing
- Information Technology Services
- Public Works
- Planning
- Police
- Building
- Animal Care Facility
- Development Services

The Library Department

The Chula Vista Public Library is comprised of three dynamic state-of-the-art libraries delivering information, books in English and Spanish, videos and CDs, Internet connection, and community programming to the City's residents nearly every day of the year. The libraries provide access to reference sources and updated information on library events, furthering the department's commitment to provide users with the latest information through innovative technology.

The South Chula Vista Branch Library and the Civic Center Branch Library offer full library service in English and Spanish. The Eastlake Library, located on the Eastlake High School campus, provides a location especially suited for young families and students. In fiscal year 2007, library attendance reached 1,148,024 patrons with a circulation of 1,344,115 library books and other materials.

The Chula Vista Public Library offers numerous programs, activities, and events to the community's children, teens and adults. In addition, the Chula Vista Public Library has a rewarding volunteer program. Volunteers provide youth services, student tutoring, help in the library's bookstores, work on library projects, and assist with special events.

The Chula Vista Heritage Museum is also a part of the Chula Vista Public Library System. The museum was founded in 1993 and focuses on exhibits about Chula Vista's past. Artifacts and photos chronicle the settlement and development of Chula Vista, including historic homes and buildings, daily life, community events, noted individuals, and the city's citrus and aircraft industry.

The Library Department has three divisions: Administration, Technical & Digital Services and Branch Operations.

Within the next few years, the Library hopes to see the opening of two additional branch libraries to service the eastern side of the city. In the meantime, other options for service delivery (e.g., mobile library, storefront libraries, etc.) are being explored through an update to the Library Masterplan.

The Position

The Director of Library is an at-will member of the executive team who reports directly to the Assistant City Manager. Under administrative direction of the Assistant City Manager, the Director of Library Services oversees the daily operations of the Library department including administrative support services, technical & digital services, literacy & programs and Branch operations.

The new Director of Library will be expected to:

- Plan, organize and manage the service of the City Library.



CALL FOR APPLICATIONS

- Direct the publication and promotion of library services through community group presentations and lectures, news releases and bulletins.
- Oversee the development of collections, the purchase of supplies and equipment to facilitate the daily operations of the library.
- Establish department strategic goals and measurements.
- Conduct studies and make plans to develop the services of the library to meet present and future community needs.
- Supervise and develop procedures, policies and public information.
- Select and train new personnel.
- Coordinate the continued training and development of staff members.
- Evaluate the performance of subordinate staff and supervise the evaluation of other employees.
- Direct the preparation of the departmental budget, including the operating budget, collections, capital outlay, and grant programs; evaluate expenditures in relation to the department goals and service priorities.
- Seek funding for operational and improvement programs by actively seeking grants, gifts, and other new sources of non-tax funding for the library.
- Establish a capital improvement plan and seek funding to help achieve capital goals.
- Oversee update to the Library Masterplan and pursue implementation of resulting goals.
- Direct a public relations program to promote and publicize the Library in the community.

The Ideal Candidate

The ideal candidate should possess excellent leadership, management, people, political, marketing and technology skills. The City is looking for a seasoned executive with a proven track record of success and the energy and vision to take the library department to the next level of growth and service. He/she should have an appreciation and enthusiasm for the library and its role in the community, as well as a strong public service orientation. The ideal candidate will possess expert knowledge on current state-of-the-art library operations; excellent problem solving skills, strong communication and conflict resolution skills and a proven record of establishing effective working relationships with both private and public sector groups.

Qualifications

The ideal candidate will have the equivalent of a bachelor's degree from an accredited college or university with major course work in Library Sciences or a related field, a Master of Library Science from a program accredited by the American Library Association and five years of increasingly responsible library experience including three years of administrative level experience.

Compensation/Benefits

The salary band for this position is \$125,092 - \$152,051 annually. Placement within the band will be determined by the City Manager based on qualifications and prior experience. This position is an unclassified, at-will position. Please see the enclosed insert for a full description of the executive management benefits package.

Application & Selection Process

The final filing deadline for this recruitment is:

Friday, July 10, 2009

To be considered for this position please submit an official City application, a comprehensive resume and a letter of interest addressed to James Sandoval, City Manager.

Mail to:
City of Chula Vista, Human Resources Department
276 Fourth Avenue, MS H-100
Chula Vista, CA 91910

Questions and inquiries may be directed to Kelley Bacon, Director of Human Resources at (619) 691-5144 or kbacon@ci.chula-vista.ca.us.

Applications are accepted on-line via our website at www.chulavista.gov (with resume and letter of interest e-mailed directly to kbacon@ci.chula-vista.ca.us), or you may request an official city application by calling (619) 691-5096. All applications and resumes received will be evaluated in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate further in the selection process.

Post-offer: Employment is contingent upon successful completion of a medical exam.

The provisions of this announcement do not constitute an expressed or implied contract, and any provision contained in the announcement may be modified or revoked without notice.



Human Resources Department
MS H-100, 276 Fourth Avenue
Chula Vista, CA 91910
(619) 691-5096 • fax (619) 409-5915
www.chulavistaca.gov

The City of Chula Vista is an Affirmative Action, Equal Opportunity employer and does not discriminate on the basis of race, color, creed, national origin, gender, sexual orientation, religion, age or disability in employment or in the provision of service.

Americans With Disabilities Act (ADA)

The City of Chula Vista will provide reasonable accommodations throughout the hiring process.

To request reasonable accommodations, contact the Human Resources Department.

DIRECTOR OF LIBRARY

Benefits

Health and Welfare

The City provides an annual allotment of \$13,076 (\$1,089.67 per month) for executive employees to use toward the purchase of benefits available under the City's IRS Section 125 Cafeteria Benefits Plan (Flex Plan).

From this allotment, employees must choose coverage for themselves with one of the health plans offered by the City. With the remaining money, employees may elect: health coverage for their dependents, dental coverage for themselves and their dependents, set aside funds in a flexible spending account (FSA) for reimbursement of eligible health or dependent care expenses, or choose the taxable cash option.

HEALTH PLANS AND RETIREE HEALTH

The City currently offers the Kaiser and Aetna HMO plans and the Aetna PPO plan to its active employees and their dependents through a Flex Plan. Health coverage is effective on your date of hire. Individuals retiring from the City may choose to continue participating in the City's health plans at their own expense.

DENTAL INSURANCE

The City currently offers the Delta Care USA Pre-paid and Delta DPO Dental Plans. Coverage is effective on your date of hire.

VISION INSURANCE

The City currently offers the UnitedHealthcare Vision plan. Coverage is effective on your date of hire.

FLEXIBLE SPENDING ACCOUNTS (FSAs)

The City offers both health and dependent/child care FSAs. FSAs may be funded by your Flex Plan allotment and/or payroll deductions. The maximum annual payroll deduction for Health FSA is \$5,000. Dependent/Child Care FSAs are limited to \$5,000 from all sources.

LIFE INSURANCE

The City provides Executive Managers with a \$50,000 Group Term Life and Accidental Death and Dismemberment policy. In addition to the basic life insurance provided by the City, employees may purchase Optional coverage in multiples of \$10,000, up to a maximum of \$550,000 or four times their annual salary, whichever is less. Coverage for your spouse or same sex domestic partner is available in \$10,000 increments up to the lesser of \$100,000 or 50% of your coverage, as long as you purchase Optional coverage for yourself.



SHORT/LONG-TERM DISABILITY (STD/LTD) INSURANCE

The City provides employees with Short Term and Long Term Disability insurance. If you are disabled according to the policy's definition of disability, you may be eligible to receive a benefit based upon 60% of your basic earnings up to a maximum of \$1,732 per week. Benefits would begin after an "Elimination Period" of 30 days for an accident or sickness and would be paid for as long as you continue to meet the policy's definition of disability. STD benefits are payable for up to nine weeks. After nine weeks, coverage transitions to LTD. LTD benefit is 60% of your monthly earnings to a maximum of \$7,500 per month. LTD benefits duration is based on your age when the disability occurs up to age 65 but not less than five years.

Retirement

BASIC RETIREMENT

The City contracts with CalPERS for the provisions of its retirement benefits. Miscellaneous members have the 3% @ 60 plan with the City paying the 8% employee contribution. Employees may retire when they reach 50 years of age with five years of CalPERS service credit. The City of Chula Vista does not participate in the Social Security system. The following is a summary of the CalPERS contract provisions:

- Formula: 3% @ 60
- One year final compensation
- Employee contributions (City paid): 8%
- 1959 survivor benefit (level 4)
- Post retirement survivor's continuance
- Employer paid member contributions (EPMC) reported as earnings
- Retired death benefit of \$5,000
- Military service credit as public service
- Credit for unused sick leave

DEFERRED COMPENSATION

A non-contributory deferred compensation plan is available. In addition, as part of the Executive Management benefit package, the employee may also choose to participate in the City's non-contributory 401(a) plan.

Vacation, Holidays and Leaves

VACATION

Executive Managers accrue 25 days per year at a rate of 7.69 hours per pay period. Maximum accrual is three times the annual accrual (75 days). Employees may sell back up to 80 hours of accrued vacation once per fiscal year.

MANAGEMENT LEAVE

Executive Managers receive 80 hours per fiscal year. Hours are credited at the beginning of each fiscal year and must be used prior to June 30. Hours are pro-rated based on start date.

SICK LEAVE

Executive Managers accrue 96 hours per year at a rate of 3.69 hours per pay period. If during a fiscal year in which the employee was employed as of July 1, they use 32 hours or less of sick leave, they may convert to cash 25% of the remaining fiscal year's accrual.

HARD HOLIDAYS

The City is closed and employees receive compensation for the following holidays:

- New Year's Day - January 1
- Martin Luther King, Jr. Day - Third Monday in January
- Cesar Chavez Day - March 31
- Memorial Day - Last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Veterans Day - November 11
- Thanksgiving Day - Fourth Thursday in November
- Day after Thanksgiving
- Christmas - December 25

FLOATING HOLIDAYS

Employees are credited with 24 hours each fiscal year for the following three floating holidays:

- Lincoln's Birthday - February 12
- Washington's Birthday - Third Monday in February
- Admission Day - September 9

WORK FURLOUGH

Executive employees receive 40 hours credit to their furlough leave bank every fiscal year. There is a deduction of 1.92% from the employee's gross wages every pay period. Furlough hours will be available for employees to use throughout the fiscal year.

LEAVE BALANCE PAYOFF AT TERMINATION

All vacation and accrued floating holidays are paid in a lump sum payment upon termination. Sick leave balances will not be paid upon termination. If the employee retires from the City within four months of separation from employment, he/she may convert unused sick leave to additional CalPERS service credit at the rate of 0.004 year of service credit for each day of unused sick leave.

Other Benefits

AUTO ALLOWANCE

The City Manager may provide at his/her discretion an auto allowance of up to \$550 per month for certain Executive Managers with the allowance contingent upon evidence of adequate auto insurance. No auto allowance is provided when a manager is assigned a City vehicle.

SEVERANCE PAY

In the event that a department head, except the City Manager and City Attorney, is terminated without cause, he/she shall receive compensation in a lump sum cash payment equal to nine months of their annual salary and health insurance payments.